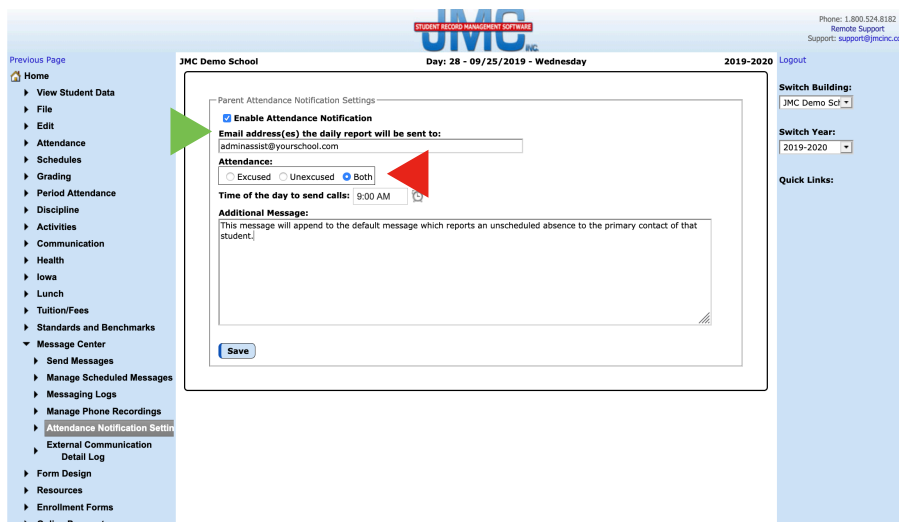


Automatic Attendance Notification

Ready for a great time-saver? jmc will now make calls for you when a student is reported absent with no reason given! Not only that, but we will also email you a daily report detailing what calls were made and which ones were unsuccessful.

Ready to set it up? Login to the Office Module and go to Message Center > Attendance Notification Settings



Parent Attendance Notification Settings

☒ Enable Attendance Notification

Email address(es) the daily report will be sent to:

Attendance:
☐ Excused ☐ Unexcused ☒ Both

Time of the day to send calls: 9:00 AM

Additional Message:
 [Text area with placeholder: This message will append to the default message which reports an unscheduled absence to the primary contact of that student.]

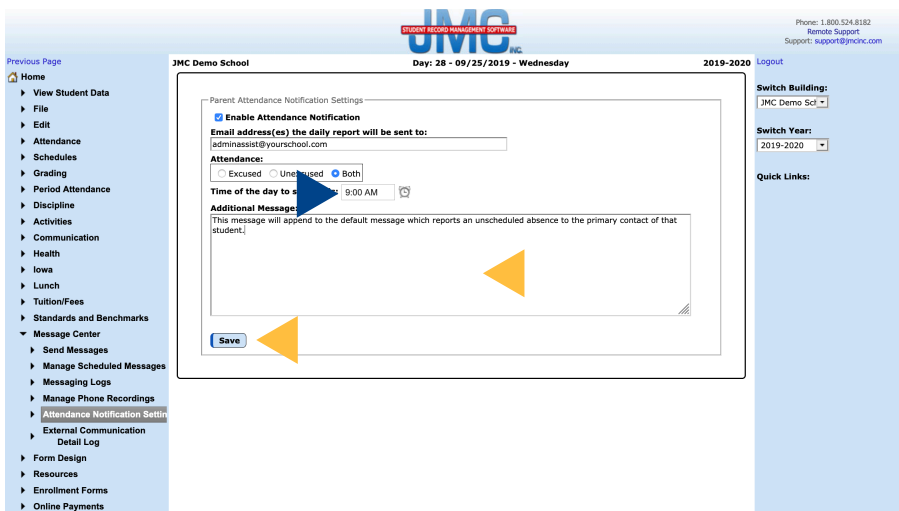
Step 1:

Click "Enable Attendance Notification" and enter a valid email address.

Step 2:

Choose what type of absence you want to report.

Helpful Tip: Is attendance going to be sporadic during Homecoming or a class field trip? Uncheck "Enable Attendance Notification" that day.



Parent Attendance Notification Settings

☒ Enable Attendance Notification

Email address(es) the daily report will be sent to:

Attendance:
☐ Excused ☐ Unexcused ☒ Both

Time of the day to send calls: 9:00 AM

Additional Message:
 [Text area with placeholder: This message will append to the default message which reports an unscheduled absence to the primary contact of that student.]

Step 1:

Choose what time of day you would like the system to make calls.

Step 2:

Append any additional message you wish (optional) and hit "Save"

Helpful Tip: You don't have to type an additional message. The system will still tell the primary contact that their student was reported absent.